

SIPAlink STUDENT/ALUMNI GUIDE

Access the following website: www.myinterfase.com/cusipa/student/

New Users

- Click the **SIPAlink** logo and then go to ‘*Click Here to Register*’ link.
- Complete your profile.
- You do not need to upload your resume during the registration; however, you will need to upload it before you can apply for positions.

Returning User

- Login to **SIPAlink** using your Username and Password.
- Update your profile by putting your cursor over My Account and select My Profile.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required files are marked with an asterisk (*).

NOTE: The more you provide in your profile, the better we will be able to assist you.

To Upload Your Documents

- Put your cursor over My Account and select My Documents.
- Click on the [Upload File] link.
- Click the Browse button to find your document.
- Select the correct document and name it.
- Click the upload button.

To Search for Employers

- Put your cursor over Employer Directory.
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current Employers.
- Click on the Employer Name to see the specifics about companies we work with.

To Search for Jobs and Internships

- Put your cursor over jobs and select Job Search.
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs and internships.
- Click on the Job ID to see the specifics of the position and how to apply.
- You can save your search and choose to be emailed about new jobs by clicking on Save Search.

On-Campus Recruiting and Career Events (STUDENTS ONLY)

Interview Schedules I Meet the Requirements for

- You will only be able to apply to schedules you qualify for under the 'Interview Schedules I Meet the Requirements for' menu.
- Put your cursor over On-Campus Recruiting and select 'Interview Schedules I Meet the Requirements for.'
- Click on the Schedule ID to see the specifics of the position and how to apply. If this is a Preselect schedule, then you will be submitting a request to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

View All Upcoming Interview Schedules

- You will be able to look at all current schedules in the system under the 'View All Upcoming Interview Schedules' menu, but you cannot apply or sign-up for these schedules. Go to 'Interview Schedules I Meet the Requirements for' to apply or sign-up for a schedule.
- Put your cursor over On-Campus Recruiting and select 'View All Upcoming Interview Schedules.'
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position.

Search for Career Events

- Click on the Career Events menu.
- You will see a list of all current Career Events (Employer Information Session, Workshops, etc.).
- Scroll through events that you are interested in attending.

NOTE: Not all events accept RSVPs or allow students to search the list of employees registered for the event.

Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
 - Referrals track resumes that you have submitted to employers, that our office has submitted on your behalf as well as resumes that an employer has downloaded.
 - Placements are current job placements and details of those.
 - Schedules are The Schedule Activity that shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity section.
 - RSVPs are the Career Events that you have currently RSVPed for.